

READVERTISEMENT

**State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604**

VACANCY ANNOUNCEMENT

June 4, 2008

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TITLE:	Administrative Assistant
POSITION NO:	14670
LOCATION:	Disabilities Services Division, Helena
STATUS:	Part-Time/Permanent (20 hrs/wk)
UNION:	MEA/MFT
PAY GRADE:	Pay Plan 20, Pay Band 3
STARTING SALARY:	\$9.68 - \$12.10 hourly. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, June 18, 2008**. For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: This is a part-time position, working 20 hours per week. The scheduled work hours are Monday through Friday, 9:00 a.m. to 1:00 p.m. A typing test is required (45 wpm). This test must be obtained through a Job Service office, and is required at time of application.

Join a dedicated team of professionals striving to touch the lives of all Montanans. As the largest state agency, DPHHS offers career advancement opportunities in over 550 different occupations. In addition to meaningful work and a rewarding career opportunity, we offer a comprehensive benefits package.

Our typical compensation offering for a part-time employee earning \$9.68 hourly: annual salary \$10,067; health benefits \$7,080.00; retirement \$708.00; = Total annual compensation **\$17,855.20**. In addition, we offer three weeks of paid vacation within the first year of employment, paid sick days, and holiday time.

CRIMINAL BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

TYPICAL DUTIES: This position provides support services in the region. The incumbent completes word processing and spreadsheet applications; acts as a resource to regional staff in computer applications; completes and updates consumer information; develops new procedures and/or tracking systems, where applicable, to enhance office productivity; maintains regional office files and inventory; answers the phones, receives and assists office visitors and responds to inquiries; and administers and grades medication tests when necessary.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of standard office procedures and practices; business English and letter composition; filing systems; and professional phone etiquette.

Skills: Skill in the use of computers and computer applications such as Word Perfect, Word, and Excel; data entry; and good customer services. Must be able to type 45 wpm.

Abilities: Ability to prioritize and complete tasks in a timely manner; handle confidential, sensitive information; work independently with limited supervision; communicate effectively orally and in writing; and establish and maintain effective working relationships with a variety of people.

*The ideal candidate will be responsible and reliable with a good attendance record; be a self-starter who exercises good judgment; and be able/willing to "cross-train" in all administrative duties in case management and accounting.

EDUCATION/EXPERIENCE REQUIRED: High school diploma (or GED) **AND** one year of job related administrative/clerical work experience.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required

documentation includes a DD-214 or PHHS Certification of Disability form;

3. Typing test from Job Service with 45 wpm (minimum); and
4. Supplement question.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTION

Department of Public Health and Human Services
Title: Administrative Assistant
Position: #14670
Location: Disabilities Services Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplement question must be printed clearly or typed on standard 8.5 x 11 inch paper. Your response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTION

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please describe your education and office experience and how this has prepared you to perform duties of this job. In your answer, please be sure to include your experience working with Word Perfect, Word, and Excel.